



Haywood Village Academy Council Meeting Minutes
Wednesday 8th July 2020, 6.00pm
Virtual meeting via TEAMS due to Covid-19 restrictions

Academy Council:

David Jordan (DJ) (Chair)	Sponsor 1	Susie Weaver (SW)	CLF Executive Principal
Fiona Mayne (FM)	Sponsor 2	Craig Jones (CJ)	Senior Principal
Kathryn Volk (KV) (Vice Chair)	Sponsor 3	Sarah Codling (SC)	LA Rep
Vacancy	Sponsor 4	Vacancy	Student Advocate
Vacancy	Sponsor 5	In Attendance	
Fred Fraser (FF)	Teacher	Tamara Dexter (TD)	Associate Member
Vacancy	Support Staff		
Tim Branfield (TB)	Parent		
Kelly Chard (KC) *	Parent	Sue Burns	Clerk
*	<- Indicates absent.		<- Indicates question asked

1, Welcome and Apologies:

The meeting commenced at 6.00pm

Apologies were received and accepted for: KC.

The meeting was deemed to be quorate.

SW advised in advance that she would be late to the meeting due to a scheduling clash.

2, Declaration of Interests

The Councillors advised that they had no pecuniary interests pertinent to the meeting content.

3, Minutes of the last meeting

The minutes of the previous meeting (29th April 2020) were agreed to be a true and accurate record and were signed by the Chair.

4, Actions

C/F T2, SC to review the EDI (Equality Diversity and Inclusivity) Action Plan – **Carried forward as SC has been unable to visit the academy due to Covid-19 restrictions.**

C/F T2, TB to review the Risk Register and report back to the AC – **Carried forward.**

C/F T3, KC to meet with CJ and review the exclusions process and CLF letters – **Carried forward. The Exclusions Policy Covid-19 Addendum has been issued by the CLF.**

Matters Arising

Cara Macmahon has stepped down as an Academy Councillor with immediate effect. The Academy Council thanked Cara for her support whilst she was an Academy Councillor and noted that the CiC and Family Support & Attendance Link Role will be covered by Sarah Codling.

5,Academy Council Report

A PowerPoint presentation was projected for the Academy Councillors

Behaviours and Attitudes

We have continued to focus on our AIP and have supported children with home-learning. We are aware that some children have 'distance learning fatigue' which is reflected nationally.

In Week 7 of lockdown we reviewed the online learning content and the call logs and interviewed some of the families and children. The following seven weeks followed a similar provision, but with some changes based on feedback. Theme weeks were introduced, and we have celebrated children's work. Additional engagement and motivation activities have been well received. Our Friday assembly is broadcast on our radio and via our Facebook page which is popular.

TB advised that communication from the school has been excellent and that the staff have been very supportive.

Will the lessons on the school website be available over the summer holidays?

Yes, this has been requested by several parents and will be included in our parent communication next week. We will review and remove any surplus items after the summer holidays and some of the resources can be used to support small group interventions next year.

Are there any safeguarding considerations about leaving images on the school website?

No, there are no live videos of children.

204 children have returned to the site and are very keen to learn. This is the maximum number of children we can accommodate on site with the current distancing regulations.

What has the behaviour been like?

The children are very compliant and are eager to learn.

There are a significant number of children classed as key worker children (143), or who are from vulnerable families (23) that have done little or no work at home.

How many children are in a bubble?

Initially eight but this has been increased to fifteen in line with updated government guidance.

Personal Development

Many of the children are in school and there has been an emphasis on re-connecting with the children. Subject leaders have shared best practice with staff and resources with parents.

Family Support and Inclusion work has continued on site and via calls to vulnerable families and food deliveries. Additional visits have taken place if children are not engaging in learning. Support with completing parent questionnaires has been provided. We are aware of some anxiety within some families about returning to school and therefore we may need to offer additional support for some families next year.

Safeguarding

We are aware that some of our families have had contact from four organisations. We record any concerns raised by our staff or by the neighbours of families. We have attended Team Around the Family meetings, some of which have progressed into Child in Need cases.

One family was referred to us due to a domestic violence issue and the child is now in school.

Staff continue to use the CPOMS system robustly and we RAG-rate our phone call spreadsheet to indicate if further action is required e.g. a home visit and a delivery of resources.

The guidance indicates that a greater volume of safeguarding cases is predicted in the Autumn, therefore additional training and support will be provided by the trust in preparation.

We have operated a flexible timetable for some children to meet need, which has worked well.

Additional Nimble training will be provided for Academy Councillors next academic year.

Quality of Teaching

Five Learning Partners are leading five of the fifteen bubbles very successfully.

Are you tracking progress?

We have a clear provision plan and the Key Stage Leads check the blogs weekly to ensure that appropriate work has been provided and that on site work is recorded in children's books. It is evident that significant catch-up will be required for children with low prior attainment and limited support at home.

Have you provided any live lessons?

We haven't provided live lessons as we felt that our distance learning provision is robust for the age of the children attending HVA. We are aware that some of the academies in the trust have provided live lessons for their Y6 children and will share best practice in the longer-term.

We have been using themed weeks and have reflected about whether this is how we want to teach moving forward. However, we have concluded that immersing in a subject for as long as it feels appropriate is more meaningful for children.

Some of our 'Talk for Writing' sessions will be shortened to allow for more writing across the curriculum. The teachers are meeting next week to discuss the curriculum.

Attainment

There is no statutory reporting of outcomes this year, but summative data will be useful for informing provision next year.

We had secure assessment data from the end of March which we have used, and moderation has taken place where possible.

Phonics appears to be secure based on earlier assessment. We streamed the children who returned and as a result they have progressed well; families at home have engaged well with reading.

Y3 is estimated to be significantly below in Maths and Writing.

Pupil progress meetings will take place next week between teachers to determine what we know about the children and what we think their needs will be, in preparation for next year.

We have already started to determine which children may require interventions on return. One teacher is due to go on maternity leave from November and therefore will be available to support interventions during the first term.

Health and Safety.

The risk assessment is regularly updated, and the CLF Central H&S Team provide regular support and guidance. We have had a trust leadership meeting to review the latest government guidance and 'secondary consistent bubbles'.

All staff have had a personal risk assessment.

Have there been any positive cases?

We did a temporary half-bubble closure, but the test was negative.

Are all staff back on site?

Most staff are back on site, some are in a high-risk shielding category and/or have childcare challenges.

How does positive handling work with bubbles?

We use positive handling as a last resort and all staff have been trained in Team Teach. If a child's safety was at risk, it would be prioritised over distancing control measures.

When do deep cleans take place?

Enhanced cleans take place on a Wednesday afternoon. This will not be in place from September when we will be using 'clean as you go' measures which staff are already familiar with. Handwashing will be key.

Are there any pupils or staff who may not be able to return in September?

There is one pupil who may be educated in an alternative provision and one family has a sibling in a high-risk category. Potentially there is one member of staff in a high-risk category but shielding ends in August therefore we are anticipating they will return to site in September.

We will continue with our staggered starts which have worked well to date.

Lunchtime provision will be considered carefully as we may need to introduce a staggered lunchtime.

Are teachers receiving health and safety training?

The trust has provided health and safety training. Some of the Early Years teachers will be having paediatric health and safety training and update training has been arranged where required.

Have there been any supply shortages?

No, we have been very well supported by the trust.

Have you incurred any additional costs from Covid-19?

We have incurred additional expenditure, but we have saved money in other areas (e.g. supply teachers). Our budget is low risk as we are over-subscribed.

Have you learnt anything during lockdown that will lead to permanent changes?

This was discussed at the Academy Review Meeting where we identified that we have had a reduction in absence which may be due to additional handwashing. Community engagement has been really meaningful which we want to retain and build on next year as well as embracing some new technology. We recognise that several staff stepped-up and therefore we are confident that we can offer some staff some additional responsibility.

Staffing

Recruitment has been successfully undertaken and we have recruited a new SENCo. TD will still oversee the Inclusion Team. We have seven new teachers and have confirmed the Class Teachers and Learning Partners.

You have employed five NQTs, do you have enough capacity to support them?

We are confident that we have the expertise and non-teaching leadership to support the NQTs to have a really successful year. We have an excellent track record of developing teachers and have recruited experienced teachers. We were mindful to recruit NQTs from four-year courses as opposed to PGCEs so they would have had additional classroom exposure. We usually have three NQTs a year and this year we have increased our leadership capacity.

Staff Wellbeing

The staff have worked tirelessly throughout the pandemic to provide the best possible provision for the children and there they are tired. The whole staff body has bonded as a team and supported one another. We have had good leaders leading and supporting us which has helped to scaffold staff wellbeing.

Have you completed preparations for September?

We have finalised when the site will be open for general maintenance over the summer and have started to prepare the induction and inset days. We have started to prepare some of the classrooms ready for September and we are drafting our parent communications ready for the end of term.

We will ensure that all the staff have a proper break over the summer so that they can return rested and refreshed. The trust is working collaboratively to draft the return arrangements and the Primary Principles will share their opening plans, based on the trust risk assessment.

Trust Matters (issues for the Board)

None.

The Trust Central Team is working with HVA and Hale with regard to after-school provision to clarify leasing constraints.

Policies

- Data Protection Policy for Staff
- Information Security Policy for Staff
- Records Retention Policy

The Academy Councillors noted the three CLF policies.

The Academy Councillors thanked Craig Jones, Tamara Dexter and all the HVA staff for their continued support of the HVA pupils and families, and wished them all a restful summer break.

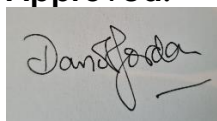
15, Date of Next Meeting: TBC

Meeting ended at: 8.05pm

ACTIONS

Item	Action	Initials
C/F T2	SC to review the EDI (Equality Diversity and Inclusivity) Action Plan	SC
C/F T2	TB to review the Risk Register and report back to the AC	TB
C/F T3	KC to meet with CJ and review the exclusions process and CLF letters	KC

Approved:



Date: 14th October 2020